

2007

TOWN OF HOLDERNESS

PART – TIME

PLANNER/CODE ENFORCEMENT OFFICER/HEALTH OFFICER

JOB SUMMARY

Provides professional and technical assistance to the community in developing both physical and philosophical solutions to the long-term sustainability of Holderness's environment and economy. Encourages a positive relationship between development and the needs of the community through a participatory planning and design process.

Provides advice and assistance to the Planning Board, Zoning Board of Adjustment, Conservation Commission, Board of Selectmen, Town Administrator, the general public, and other Town boards and committees on planning issues. Acts as advisor to the Planning Board, Zoning Board of Adjustment, Board of Selectmen and Conservation Commission. As agent for the Board of Selectmen, enforces all land use ordinances adopted by the Town. Serves as the Town's Health Officer in accordance with the provisions of RSA Chapter 128.

SUPERVISION RECEIVED

Operates under the broad supervision of the Town Administrator and Board of Selectmen.

SUPERVISION EXERCISED

Minimal shared use of the municipal secretary/land use boards clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed are intended only as illustrations of the various types of work that may be performed and may not include all duties required to be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Provides technical support and guidance to the public, Planning Board, Zoning Board of Adjustment, Conservation Commission, and other Town boards and committees regarding land use and development issues, state statutes, case law, and current planning practices.
2. Ensures that local Planning Regulations and Zoning Ordinances are in conformance with State law; drafts Zoning Ordinance amendments for the Planning Board and develops a seamless multi Board customer service process.
3. Serves as liaison between Town and State agencies on planning-related issues.

4. Attends meetings as required and needed.
5. Reviews applications, plans and specifications for building construction and alteration; determines whether plans and applications submitted comply with Town codes, ordinances and regulations; issues building permits and certificates of compliance; prepares necessary forms and reports. Coordinates appropriate inspection activities with Fire Department personnel if needed.
6. Performs on-site inspections of structures while under construction and determines if construction is in compliance with zoning ordinances and approved plans and specifications. Issues violation notices and stop work orders where non-compliance is discovered and advises the Town Administrator of any stop orders and subsequent action.
7. Submits a summary of activities to the Town Administrator on a timely basis.
8. Studies new materials and methods utilized in the field on construction, in order to determine applicability and conformance with Town standards; prepares new legislation and ordinances in order to be consistent with current developments in code enforcement.
9. Maintains current knowledge of Town Ordinances and other ordinances and codes adopted by the Town relative to building and development.
10. Responsible for enforcement of all sub-division, zoning, site plan, and any other Town land use ordinances. Represents municipality before and as advisor to Board of Selectmen, Planning Board, Conservation Commission and Zoning Board of Adjustment.
11. In accordance with Town and State health codes, regulations, and ordinances performs a variety of inspections designed to ensure the enforcement of codes. Determines and participates in action to be taken against violators.
12. Periodically reviews or inspects an assigned area to monitor for violations of local codes.
13. Responds to complaints of potential code violations relating to signing, nuisances, or other conditions, housing conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, or other code related matters.

14. Meets with owners, tenants, contractors, developers, businesses, etc. to review and explain ordinance requirements and violations or potential violations; secures ordinance compliance.
15. Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures, media releases, and reports relating to ordinance enforcement issues and actions.
16. Provides information to persons who request information or assistance in ordinance enforcement related matters.
17. Maintains a variety of logs and records related to evaluations and enforcement activities; prepares recommendations for amendments and additions to ordinances or regulations which relate to the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the principles and practices of Town planning; considerable knowledge of State laws and Town ordinances pertaining to local and regional planning. Familiarity with engineering practices and construction techniques. Skill in operating the listed tools and equipment. Ability to analyze planning problems; ability to read and draw plans; ability to write and speak effectively; ability to make public presentations; ability to establish and maintain effective working relationships with employees, supervisors, Town officials, outside agencies and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a degree in municipal planning, engineering, or related field, and one (1) year of progressively responsible related municipal, OR any equivalent combination of education and experience.

TOOLS AND EQUIPMENT USED

Personal computer, including spreadsheet and word processing software; telephone; 10-key calculator; typewriter; copy and fax machine, a camera and any other equipment required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works in outdoor conditions while investigating site plans. Employee is occasionally exposed to wet humid conditions.

The noise level in the work environment is usually quiet.